



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
Conducted via Zoom and in person at Southeastern on October 20, 2022**

<b>Board Members Present</b>	Mary Jo Russell, Grace Riario, Ellen Rubin, Gina Trask, Laura Streett, Maura Albertson, Mary Ellen Leimer, Floyd Lattin, Laurie Shedrick, Beth Zambito
<b>Board Members Excused</b>	Carla Lesh, Kristy Lee, Kirsten Carter, Becky Albitz
<b>Representing Southeastern</b>	Executive Director Tessa Killian, Finance Manager Liz Gurdin
<b>Guests</b>	Tonia Crown and Davide DiGenova, RBT CPAs, LLP
<b>Call to Order</b>	<b><i>President G. Trask called the meeting to order at 9:31am.</i></b>
<b>Approval of the Agenda</b>	G. Trask requested approval of the meeting agenda.  <b><i>E. Rubin made a motion to approve the agenda. Seconded by F. Lattin. Motion carried.</i></b>
<b>Approval of Minutes from September 15, 2022 Board of Trustees meeting</b>	The minutes of the September 15, 2022, meeting were presented to the Board of Trustees. The minutes were entered into the record as presented.

<b>New Business</b>
<b>Draft Audit Report for 7/1/21—6/30/22; 990 Tax filing from RBT CPAs, LLP</b>
<b><i>F. Lattin made a motion to approve the Draft Audit Report for 7/1/21—6/30/22 and 990 Tax filing. Seconded by G. Riario.</i></b>
<p>T. Crown led a discussion of the Auditor Report to the Board and Audited Financial Report documents:</p> <ul style="list-style-type: none"> <li>• Trustees inquired whether Southeastern’s mortgage represented the bulk of the council’s long-term liabilities; T. Crown confirmed that is the case.</li> <li>• T. Crown noted that Southeastern has a strong balance sheet, above average for most nonprofits, with about 10 months’ worth of liquid assets on hand.</li> <li>• Trustees corrected auditor’s footnote #9, which states that “The Council maintains its cash in accounts which periodically exceed federally insured limits.” Council funds are collateralized with treasuries and so do not exceed FDIC limits.</li> <li>• Regarding the auditor’s management note that “some contract amendments for grants to member library agreements were not signed by both parties,” response language will be added to the report to clarify that the practice of contract addendums requiring additional signatures will be discontinued in fiscal year 23/24.</li> </ul>

D. DiGenova led a discussion of the 990 Tax Filings for 2021:

- This year's 990 is "clean" — largely in line with prior year reports, this is a strong financial statement.

T. Killian thanked the auditors for their timely work; there was no need to file for an extension this year.

***G. Trask called the question to approve the Draft Audit Report for 7/1/21—6/30/22 and 990 Tax filing as amended to change footnote #9 as discussed and to add a response to the contract signatures note. By unanimous vote the motion carried.***

Fiscal Report for September 2022

***F. Lattin made a motion to accept and file the fiscal report for September 2022. Seconded by M. Albertson.***

L. Gurdin led a discussion of the fiscal report, noting the following:

- 90% of the American Rescue Plan Act (ARPA) income has been received, with the final 10% to be released following the approval of the council's final report to the state.
- Hospital member database contract funds typically arrive in November and so are not yet reflected in the fiscal report, except for two hospital members who paid their VITAL and membership fees early, during the prior fiscal year. Trustees request a footnote related to this income, to explain the prior year comparison data that suggests a 52% reduction in income for the current fiscal year.

T. Killian and L. Gurdin briefed trustees on a new finance report, the Fund Reserve Balance Report comparison. This report provides figures and context notes for Cash Flow Reserve Funds, Unallocated Fund Balances, and Restricted Grant Funds for the five most recent fiscal years as well as the current projected fiscal year end. This report was created by L. Gurdin at the request of trustees who were interested to see the changes in these balances over time.

Trustees thank L. Gurdin for this work and information; in addition to the immediate usefulness of seeing the council's balances over time, the report will be applicable to circumstances such as acquainting new trustees with the council's financial standing.

Trustees note the council's excellent position to weather downturns in the economy or government support.

***G. Trask called the question to accept and file the fiscal report for September 2022. By unanimous vote the motion carried.***

**Old Business**

Executive Director Evaluation

***G. Riario made a motion to receive and file the Executive Director Evaluation for 2021/2022. Seconded by L. Shedrick.***

M.E. Leimer led discussion of the Executive Director Evaluation, noting the following:

- These documents were reviewed by M.E. Leimer, G. Trask, and T. Killian following

the September Board meeting.

- T. Killian provided her goals for the coming year as well as a response to the evaluation.
- M.E. Leimer expressed that she is proud to be a Southeastern Board member—and is even more proud that T. Killian is the council’s Executive Director. Trustees expressed their agreement with those sentiments.

T. Killian thanked trustees for their support and communication and for the transparent evaluation process.

***G. Trask called the question to approve and file the Executive Director Evaluation. By unanimous vote the motion carried.***

#### Annual Member Survey

T. Killian presented follow up data from the annual member survey, as requested by trustees. This data incorporates survey responses that indicate which Southeastern services are not utilized by respondents. These results will inform next year’s survey questions, framing, and targeting.

Trustees suggest that the council reach back out to the membership to thank them for their participation in the survey.

#### Board Committee Reports

M. E. Leimer reported to trustees on the recent work of the Ad Hoc EDI Committee:

- The committee reviewed the first draft of the EDI guidance document created by T. Killian, a result of the committee’s recent work with Dr. Kawanna Bright, and made suggestions for revision.
- The Ad Hoc EDI Committee will review the next draft of the document, as will the Planning Committee and other committees as appropriate. The document will then be presented to the Board for their own review at the November or January meeting.

#### Director’s Report

T. Killian led discussion of the Director and staff reports, noting the following:

- Per trustee suggestion, an ARPA press release was distributed. The release was sent during Digital Inclusion Week, suitable timing for the regional work being done with ARPA funds.
- The Southeastern Services Series of webinars debuted with a Resource Sharing presentation hosted by Hospital Library Services Program Manager Sarah Holsted and Resource Sharing and Cataloging Librarian Kelsey Milner. This series satisfies the council’s strategic goal to inform the public about council services. This and future services series webinars are posted on YouTube.
- Southeastern recently experienced a cybersecurity event on September 16<sup>th</sup>, involving a company called Biblionix. This company used the council’s SEAL platform for an unintended purpose while running a demonstration for prospective clients within the Ramapo Catskill Library System; they deployed bots into SEAL to harvest MARC records (the metadata around a particular title in the system), resulting in tens of thousands of unauthorized searches. This unethical use of SEAL stymied the system, resulting in service outages impacting members. In the wake of this event, protections have been put in place to prevent future abuses such as this

and the Biblionix IP address has been permanently cut off from accessing SEAL in the future.

- Southeastern is partnering with Ramapo Catskill Library System and Mid-Hudson Library System to bring libraries and community anchors together to plan a Digital Inclusion Coalition, with the goal of working together to provide the region with equitable access to technology and to help strategically steer related state and federal funding.

#### Advisory Committee Reports

The Continuing Education and Regional Interlibrary Loan Committees have upcoming meetings scheduled.

#### President's Report

G. Trask updated trustees on the Trustee Conduct and Recruitment documents: The Trustee and Officer Nominating Committee is working on a draft Trustee Recruitment document. G. Trask and T. Killian have determined that a parallel/complementary Trustee Conduct document will follow. Documents will be presented to the full Board as they arrive.

G. Trask reports that the Board will be meeting with T. Killian at a series of social lunches, to offer the Executive Director a forum for informal discussion and support.

#### Good of the Order

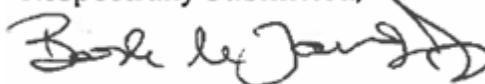
L. Shedrick shared with trustees that the New York State Library is launching a program with Carson Block to increase digital access in libraries; MHLIS is partnering with the state library on a digital access funding project called Connect NY Libraries.

G. Trask reports that Mount Saint Mary College has launched a Center for Cybersecurity, which offers a series of free talks, both virtual and in person, multiple times per month.

#### Adjournment

***G. Riario made a motion to adjourn the Board of Trustees meeting at 10:52am. Seconded by F. Lattin. Motion carried.***

Respectfully Submitted,



Beth Zambito, Secretary